
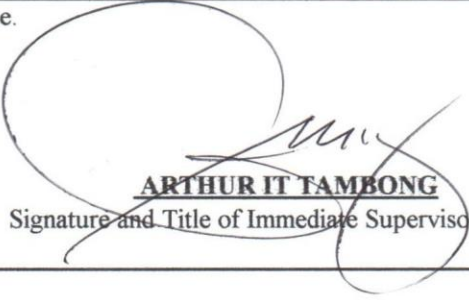
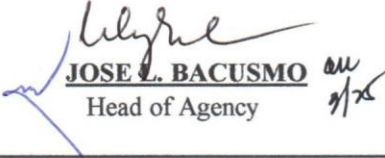


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>LORETO      MANOLO JR. BACUSMO</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  <b>Visayas State University</b>		3. BUREAU OR OFFICE  <b>VISAYAS STATE UNIVERSITY</b>	
4. DEPT./BRANCH/DIVISION  <b>Department of Agricultural Engineering</b>		5. WORK STATION/PLACE OF WORK  <b>VISAYAS STATE UNIVERSITY</b>	
6a. PRES. APPRO.      6b. PREV. APPRO. ACT/      ACT/ BOARD RES/      BOARD RES/ ORD. NO.      ORD. NO. ITEM NO.      ITEM NO.		7a. SALARY P.A.:  7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION  <b>Assoc. Professor IV</b>		9. WORKING PROPOSED TITLE  <b>Assoc. Professor V</b>	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [   ]      CITY [   ]      PROVINCE [   ]  1st      2nd      3rd      4th      5th      6th [   ]      [   ]      [   ]      [   ]      [   ]      [   ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time		DUTIES	
85%		1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination.	
5%		2. Member in different committees.	
5%		3. Participate in the co-curricular activities.	
5%		4. Perform other functions assigned by the Department Head.	
100%			

GAH 3033  
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>DEPARTMENT HEAD</b>			15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>COLLEGE DEAN</b>		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)					
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <b>Books, chalk, eraser, handouts, calculator, computer etc.</b>					
18. CONTRACT			19. WORKING CONDITION		
	Occasional	Equipment	Normal Working Condition [ / ]		
General Public	[ ]	[ / ]	Field Work [ ]		
Other Agencies	[ / ]	[ ]	Field Trips [ ]		
Supervisors	[ ]	[ / ]	Exposed to Varied Weather [ ]		
Management	[ / ]	[ ]	Others (Specify) [ ]		
Other (Specify)	[ ]	[ ]			
20. I CERTIFY that the above answers are accurate and complete.					
Date			 <b>MANOLO B. LORETO JR.</b> Signature of Employee		
21. Describe briefly the general function of the Unit or Section <b>To conduct research, instruction and extension.</b>					
22. Describe briefly the general function of the position. <b>To conduct research, instruction and extension.</b>					
23a. Indicate the required qualifications by years and kind of educaion considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of th present incumbent. This item should be filled for all position					
Education: <b>At least MS/MA graduate</b>					
Experience:					
23b. Licenses or certificates required to do this work, if any.					
24. I HEREBY CERTIFY that the above answers are accurate and complete.					
18 March 2015 Date			 <b>ARTHUR IT TAMBONG</b> Signature and Title of Immediate Supervisor		
25. APPROVED:					
Date			 <b>JOSE L. BACUSMO</b> au Head of Agency 3/26		